

Trustees of the Manchester City Library
West Branch – 3rd Floor
Minutes – October 22, 2008

Called to order the Monthly Meeting at 3:35pm.

In Attendance: Trustees Joanne Barrett, Madeleine Roy, Jack Shea, Patricia Cornell, Jeff Hickok, Steve Solomon and Chair Karen Sheehan Lord. Also, present Library Director Denise van Zanten, Foundation Liaison Jessica Ashby and Branch Librarian Sarah Basbas.

Excused: Alderman Sullivan

Minutes:

Motion made by Trustee Barrett to accept the minutes of the regular board meeting held on September 15, 2008 , seconded by Trustee Roy, all in favor.

Staff Visit: Sarah Basbas, Branch Manager at the West Branch spoke to Trustees about the changes that have been made to the building. She also spoke about the dedication of the new reading room in honor of Allen Cote. Programs are well attended and they are real busy now that school has started.

Investment Policy: The investment policy for the Endowment of Assets was discussed by the Trustees. Motion was made to approve the guidelines with one addition “The above are general guidelines and may be altered from time to time by the Library Trustees” by Trustee Barrett, seconded by Trustee Roy, all in favor, Trustee Hickok abstained from the vote.

Director’s Report:

Personnel 2 new pages have been hired. Liam Henderson and Phillisha Veilleux. Still have 2 positions open. Interviews are being held for these. Director van Zanten has requested that one full-time position be eliminated and 2 part-time 24 hour positions be created to better help fill the needs in the Circulation Department. She is still waiting to hear when this will be on the agenda for the Human Resources Committee.

Polaris: Things are going smoothly as library staff continues to learn the new system. We are currently running our circulation Polaris off our training laptops, which have Windows XP.

Computers: There is a problem with the public internets. They shut-off and reboot when a patron is using them. Wireless network is not working over at the Branch.. Director van Zanten and Lichen Rancourt have been working with Information Systems to address

these issues. Lichen Rancourt is working on a proposal on the cost to purchase our own network for patron internet access.

Wish List: Administrators are still getting quotes..

Building Issues: Main Library bathroom tile is still not in. Director van Zanten will coordinate the installation some time next week. FEMA is also involved with the flooding situation and has sent people over to look at the damage again.

Annual Report – Done

Registration cards are being revamped.

Branch – The branch parking lot will be used during snow emergencies. Alderman Ouelette contacted Director van Zanten about this on Monday.

Historic Association would like to borrow the City Hotel register with Abraham Lincoln's signature for the 200th anniversary from mid February 2009-December 2009. Motion was made to allow the Historic Association to borrow the register by Trustee Shea, seconded by Trustee Barrett, all in favor.

Trustees were told about the passing of Charlene Bassett's mother. Address was given to chair.

Foundation Report

Trustee Barrett reported that the Foundation met on October 16th.

Discussed small amounts of money left in named accounts. General letters will be sent out to people. Chair Deachman and Treasure Charles are authorized to withdraw funds.

Holiday appeal – will send out 500 holiday cards and calendars. No author from the Foundation but Library Director spoke to author at NELA Jane Kaye Cleland. Has verbally agreed to speak, just waiting for formal confirmation.

New directors are needed. 5 spots are still vacant on the Board so if Trustees have anyone in mind please let them know.

Foundation will once again be listed in the Leave a Legacy magazine. Cost was \$160.00.

Foundation has agreed to match a Gates Grant over the next 2 years of \$5,000 for 6 new computers.

Old Business- Took Kevin Devine out to lunch and presented him with the clock.

New Business: None at this time.

Adjourned at 4:50pm